

MARICOPA CITY COUNCIL APPLICATION FORM

Thank you for your interest in being an applicant for the City of Maricopa's open City Council position. Please fill out the following form and return it to the City Clerk by one of the following means:

<u>Email - Fax - Questions</u>	<u>By Mail</u>	<u>In Person</u>
<p>Email: vanessa.bueras@maricopa-az.gov Fax: 520-568-9120 Questions?: 520-316-6971</p>	<p>City Clerk City of Maricopa P.O. Box 610 Maricopa, AZ 85139</p>	<p>City Clerk City of Maricopa 45145 W. Madison Ave Maricopa, AZ 85139</p>

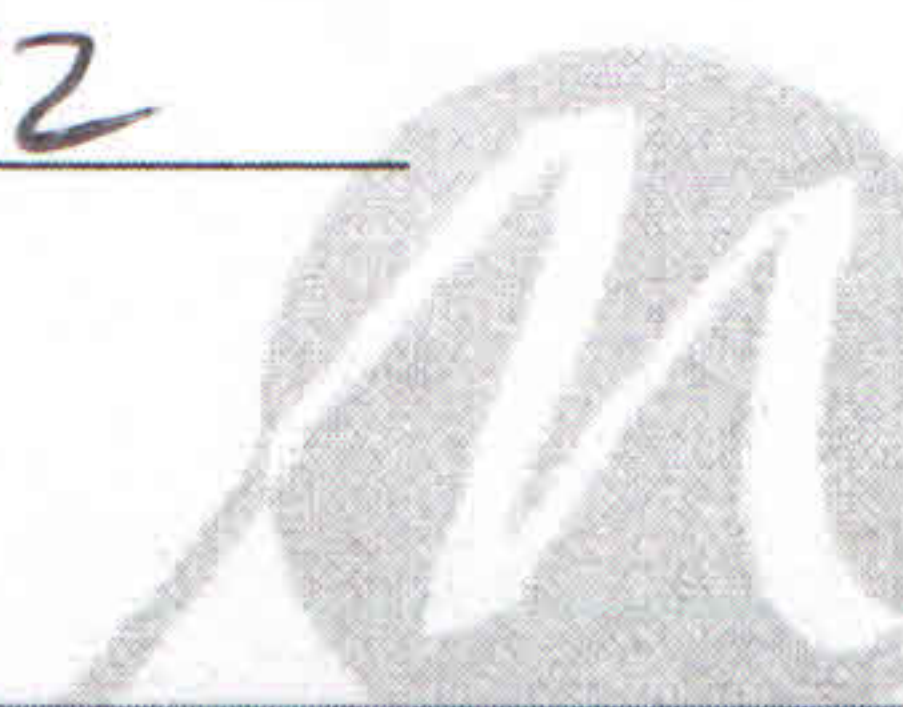
Contact Information					
Name:	LINDA HUGGINS				
Address:	44267 W. CYPRESS LANE				
City, State, Zip:	MARICOPA, AZ 85138				
Email:	lindaahuggins@aol.com				
Home Phone:	520-494-7768	Work Phone:	602-367-9381	Cell Phone:	805-279-2443
General Information					
Are you a full time Maricopa Resident?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Have you lived within the City's incorporated limits for a minimum of one year?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are You A Registered Voter?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Have you graduated from the City's or any City's Leadership Academy? City: <u>MARICOPA</u>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
What's the highest level of education you have attained?	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> High School Diploma <input checked="" type="checkbox"/> Associates Degree <input type="checkbox"/> Bachelor's Degree </div> <div style="width: 45%;"> <input type="checkbox"/> Masters Degree <input type="checkbox"/> Doctoral or Equivalent <input type="checkbox"/> Other, please explain: _____ </div> </div>				
Have you ever served on any Boards, Committees, Commissions, Task Forces, etc. (City of Maricopa or otherwise) in the past?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	If yes, please list: <u>DESERT CEDARS HOA,</u> <u>OXNARD COLLEGE STUDENT COUNCIL,</u>		

<p>Have you ever been involved in helping develop public policy at <u>any</u> governmental level? (This might include such activities as writing issue papers, conducting public policy research, advising policymakers, advocating for a particular change, or performing other public policy development work)</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>If yes, please list a short description:</p>	
	<p>SIGN CODE COMMITTEE</p>		
<p>Please list any leadership roles you have had at your place of employment, through volunteer work, business or professional organizations, civic, church or other activities. List only the roles and affiliations most important to you in the PAST FIVE YEARS.</p>	<p>DESERT CEDARS HOA PRESIDENT, TRANSITION COMMITTEE FOR HOA PRESIDENTIAL COUNCIL, MR & MRS. SANTA CLAUSS</p>		
<p>Have you ever run for office before?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<p>If selected for this position, do you plan to run as an official candidate in 2014?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Are you able to <u>fully commit</u> to the time requirement (1st & 3rd Tues eve. of each month City Council meetings, extensive pre and postreading/meeting preparation time, Strategic and Budgetary retreats, specially called meetings, numerous committee assignments, public speaking requirements, social & constituent requests for meetings, correspondence, public appearances, etc.) to be a city council member?</p>		<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	
<p>Can and <u>will you</u> work well with others, even if they do not agree with you?</p>	<p>YES</p>		



Signature of Applicant:

10/30/12
Date:



44267 W. Cypress Lane
Maricopa, AZ 85138
805-279-2643
lindaahuggins@aol.com

LINDA HUGGINS

OBJECTIVE Ambitious to embark on a strategic level position in a dynamic environment, where I can utilize my professional and leadership skills to contribute towards the City's growth.

SKILLS & ABILITIES Time Management, Detail Orientated, Project Management, Effective Communication, Listening Skills

EXPERIENCE **COMMUNITY MANAGER, CITY PROPERTY MANAGEMENT COMPANY**

May 19, 2009 - Present

Responsibilities included but not limited to: Coordinate projects for Associations that could include: asphalt paving, building painting, landscaping, pool improvements and/or fencing. Obtain proposals and information for the Board of Directors to enter into maintenance contracts, upgrades and/or new installations. Advise Board of Directors according to the governing documents of the Association and well as the State of Arizona Statues. Assist the Board of Directors in making sound and legal decisions. Communicate with homeowners which could include one on one dialog regarding their personals circumstances. Create yearly budgets for the Board of Directors to approve for their associations. Guide the Board of Directors through collections and fiscal decisions.

INVENTORY CONTROL SPECIALIST, PARAMOUNT POOL & SPA

October 2006 - November 2008

Responsibilities include but not limited to: working with the Plant Manager and the Purchasing/Materials Manager in forecasting production runs ensuring that the finished goods inventory levels support the necessary customer orders and predetermined stock levels. Daily operations and procedures for the production and control of raw and finished goods. Complete daily Production Packets to ensure all items are available to keep the production lines from any unscheduled interruptions. Aid Material Handlers when necessary to complete Plackets of raw materials. Complete computer entry of packets to convert into finished goods. Ensure that correct inventory levels are maintained through accurate data entry received from Material Handlers. Receiving Department and the Shipping Department. Investigate and correct any inventory level discrepancies. Implemented and control the RMA process to ensure accurate removal of raw material, relocation of finish goods and the accurate credit to the customer. Assist the Purchasing/Materials Manager, Plant Manager and the Shipping Department when necessary. Responsible for creating procedures and controls to ensure that material is pulled correctly and necessary information is retained to avoid any production loss. Expedite purchase orders when necessary to avoid stoppage.

DIRECTOR OF QUALITY CONTROL/WAREHOUSE MANAGER, INTERAERO, INC.

April 1996 – June 2006

Responsibilities include but not limited to: Daily operations and procedures for the Warehouse, Quality Control and Repairs Departments. Created and maintained the Quality Control Manual to ensure it is always up to date and current to the standards set forth by the governing body of the ASA (Aviation Suppliers Association) and to remain in compliance with AC-0056A of the FAA (Federal Aviation Administration). Conduct self-audits and external audits of Airlines and interested International Aviation Administrations. Supervising the receiving and shipping personnel. Purchase and arrange delivery for time critical shipments including AOG counter to counter shipments using any necessary shipping methods. Interact with FedEx, UPS and International Shippers (either customer's or self-appointed Freight Forwarders). Ensuring the best rates for customers and employers are received. Negotiate contracts with vendors to ensure that optimal pricing is achieved. Conduct quality vendor audits for delivery, pricing and quality. Shipping hazardous material domestic and international including documentation and selection of potential shippers/carriers. Maintain RMA request from customers. Ensure vendor credits are received for returned parts/units. Maintain accurate inventory. Selection of repair facilities for customers units. Maintaining a quick turnaround to avoid a work stoppage and/or AOG situations of the major airlines. Quoting the airlines for the repair/overhaul of their units. Track and maintain customer warranties. Fill in as needed for the sales department during heavy workload periods due to the absence of any salesperson, which includes quoting customers and all customer service requests, including the purchasing of customer requests to fulfill necessary requirements. Fill in for the accounting department when needed with working knowledge of all procedures and policies including all aspects of accounting and payroll. Monthly and Quarterly reports to the President or as requested.

EDUCATION**OXNARD COLLEGE, OXNARD CALIFORNIA,**

Associate Science Business Management, Associate Science Accounting

LEADERSHIP

Desert Cedars, HOA President January 2007 – Present

Mr. & Mrs. Santa Claus, 2006 – Present

REFERENCES**TIM HASSERT**

H&N Landscape, Owner

tim@hnlandscape.com

JOAN KOCZOR

'Copa Seniors, President

jak213n@yahoo.com**ANTHONY SMITH**

Former Mayor, Maricopa

Smithtos71@gmail.com

October 30, 2012

To Whom It May Concern:

For the last several years, I have had the pleasure of knowing Linda Huggins and experiencing first-hand the dedication she has for our community. Linda conducts herself in a respectful manner and has been involved in several organizations that have helped our community grow.

Some of the more notable community activities include; Chamber of Commerce, Desert Cedars HOA as Board President for the last six years, and member of the transition committee with US Homes.

Most of the community knows Linda Huggins for her involvement in providing Maricopa's kids with Mr. & Mrs. Claus. This is another example of her interest and dedication to the community.

Her community involvement, experience as a board-member and desire to serve the needs of others makes Linda a great candidate for City Council. I highly recommend you give Linda Huggins your consideration for filling the vacant City Council-member position.

If you would like to discuss any additional details of my interaction with Linda, please feel free to contact me at 408 239-9391 or by email at smithtos71@gmail.com

Anthony Smith

Former Mayor, City of Maricopa

October 30, 2012

Mayor Christian Price

Members of Maricopa City Council

RE: Letter of Endorsement - Linda Huggins

I received some great news this morning: Linda Huggins decided to run for Maricopa City Council.

I have known Linda for six years as a friend and also as President of the Desert Cedars HOA.

As a resident of Desert Cedars I have been witness to the many things she has done to make this a better community. Through her efforts Desert Cedars has prospered. She is knowledgeable about how things work in the Maricopa and uses that knowledge to better serve the residents in Desert Cedars and the residents of other communities that she represents as Community Manager of City Property Management Company.

Her greatest asset is her genuine concern for Maricopa and its' residents.

Please give serious consideration to her application for City Council.

Respectfully,

Joan Koczor, President
'Copa Seniors

1. I feel the biggest reason I would be the best candidate to fill the vacancy is because I have always worked and lived my life with intentions of trying to make everyone's life I come into contact with a little better in some way. After moving to Maricopa, my husband and I found a community which opened their arms to us and embraced us like we were family. From which point, I have worked very hard to give back to this wonderful community and help in very way that I possibly could; from working with different Committees to our annual Mr. & Mrs. Santa Claus event which helps to support F.O.R. Maricopa. I care about the citizens of Maricopa but more importantly care about the future of Maricopa and how it will affect our citizens. We can have a City full of wonderful people but if the City isn't moving forward then the City won't be able to offer what its citizens need and eventually they will move on to seek what they need and desire elsewhere. I want to be able to help foster our community in taking the steps forward so we may continue to grow and become the sought out after place to live which Maricopa deserves to be. My years in management gives me an insight on the inner workings of running and working within an organization especially one that is controlled by governing documents as well as state statutes. I've spent six years as Desert Cedars' HOA President and the last 3½ years working for City Property Management Company which has given me the knowledge into the inner workings of a governmental controlled environment. This will enable me to be more efficient and effective with this knowledge already in place.
2. I feel that I have been called to not only be a servant to my community but my fellow citizens. I have worked very hard throughout my life gaining experiences and knowledge within every city and organization I have been involved with. From college where I served as the Vice President of the Student Council where I was instrumental in bringing about change to the students graduation requirements to being the Desert Cedars' HOA President. I possess a high level of organizational skills, a high level of focus and the tenacity to take a project from beginning to end. I have the ability to treat everyone with a level of respect that is becoming their position regardless of my personal feelings. I believe personal feelings should be put aside in order to accomplish what is right and good for everyone. I have the ability to not only listen but to hear what people are really saying, the ability to allow them to say what they need to say without feeling their thoughts, words or actions are not important and I have the patience and the ability to teach people but most importantly the ability to allow others to teach me. I am also a very detail oriented person which affords me the ability to make sure all facets of a project are completed. I also possess a high level of time management skills allowing me the ability to balance personal, community and work events respectively; therefore allowing me the ability to function effective in all areas of my life.
3. As a young city, Maricopa faces many challenges.
 - a. Economic Development – Maricopa needs to strive to do as much as possible to bring jobs and businesses both big and small into the City. Economic Development is the first part of the circle which ensures we can continue to grow in a positive direction, which ultimately enables a larger tax base. More businesses mean more tax revenues allowing the City to not only offer the necessary services such as public safety but other services as well. We need to bring more office space and have more emphasis on attracting the small businesses. The small businesses will start to satisfy the needs of our citizens which will help to attract the bigger business as well as the industrial sector.
 - b. Rising above being a bedroom community – Maricopa needs to stay on a course of bringing in the types of business which will help keep our citizens in Maricopa. Being able to work and live in Maricopa is a desire I have heard over and over again from our citizens.
 - c. Transportation – From railroads to airplanes, Maricopa needs to focus on the current effects and future resolutions. The 347 grade separation will become more important as Maricopa continues to grow south of the tracks. With the new regional park coming on line there will be more cars which will create larger delays. The movement of the Am-Track station is also priority that should stay at the top of the list. This will become increasing become a bigger problem as more and more people travel to the new park and the number of trains increases.

Challenges will always be something which Maricopa will face. Facing these challenges head one with a goal of betterment for our citizens is what will make a great councilmember.

4. My thoughts are a person needs look outside of their immediate surroundings and personal feelings to be a good policy maker in order to serve for the common good of their community. It is easy to get drawn into the attitude of "how will that effect my life" instead of the "how will that impact the citizens of our city". A good policy maker takes the attitude of looking at the bigger picture and works towards the goal. When looking at specific issues a good policy maker should review all the information, do their own research thus allowing for additional input and most importantly look at how the future will be effected by the decision that they are about to make. A good policy maker listens with an open mind knowing that others can give insight in areas that might not have been considered; which ultimately can create a better well rounded policy. With any new policy, people's lives will change and how those changes affect their lives is one of the most important things to remember. Just because something sounds good doesn't mean that it is good for everyone. Another point a good policy maker needs to remember is just because it will generate revenue also doesn't mean that it will be the right fit for the City. It is not only about the revenue but more importantly about the citizens. Being transparent and serving with honesty and integrity is a must for a policy maker that wants to create for the greater good.